



February 20, 2015

Journal Technologies, Inc.  
Attention: Billy Duncan  
843 South 100 West  
Logan, UT 84321

Re: RFP # 15-024 – Municipal Court Case Management Software

We are pleased to notify you that the proposal submitted by your firm for the above-referenced request for proposal was approved for award to your firm.

As stated in the Instruction to Bidders, you are required to execute and return the attached Agreement in four (4) single – sided copies with original signatures, furnish a Certificate of Insurance in the amount specified, and execute all other certification documents contained therein within ten (10) calendar days from the date of this Notice. Please print the four (4) copies single-sided. The City of Sandy Springs cannot execute double-sided contract documents. Do not staple documents together. Each contract should be bound with a binder clip.

The Court Administrator, Cheston Roney or his representative, of the City of Sandy Springs Municipal Court may be contacting you and will be issuing the Notice to Proceed after the contracts have been fully executed by your company and City Management. Upon receipt of the required documents and execution by the City, an executed contract will be forwarded to you for your records. Do not provide any product or services until you have received a fully-executed contract. The City will issue individual purchase orders for the service described in the contract.

Thank you for your interest in doing business with the City of Sandy Springs. We are looking forward to working with your firm to successfully providing these important services. Should you have any questions regarding any of the requirements outlined above, please do not hesitate to contact me at (770) 206-1443 or email me at [jallen@sandyspringsga.gov](mailto:jallen@sandyspringsga.gov).

Sincerely,

Jeff Allen  
Purchasing Manager  
City of Sandy Springs (770) 206-1443  
[jallen@sandyspringsga.gov](mailto:jallen@sandyspringsga.gov)

**FINANCE**